

## 4.0 AGREEMENT MANAGEMENT

### 4.1 PROJECT MANAGER ROLE

The DOE and the lead regulatory agency(ies) (see Section 5.6 for discussion of lead regulatory agency) shall each designate an individual as a project manager for each operable unit, TSD group/unit or specific milestone to be completed under this Agreement. Project managers will only be identified for those areas where effort is ongoing or planned in the near future. A listing of currently assigned project managers shall be maintained and distributed to all parties by the DOE. Each project manager shall represent his/her respective party and keep his/her agency informed on the status and any problems that arise.

Project managers from each party must have experience and capabilities necessary to carry out their assigned responsibilities. The lead regulatory agency(ies) will assign a project manager with the experience and capability to provide all the routine regulatory oversight necessary for DOE's successful completion of the assigned milestone. DOE will assign a project manager with the experience and capability to manage the project, to oversee the actions of contractor staff, and to maintain regulatory compliance necessary to the completion of the milestone. The project manager from the lead regulatory agency (see Section 5.6 for discussion of lead regulatory agency) shall be responsible for regulatory oversight of all activities required by this action plan for completion of that milestone.

The primary responsibilities of the project managers are to implement the scope, terms, and conditions of the Agreement, direct and provide guidance to their respective contractors and staff, maintain effective communication among each other, and report status to their respective management.

Subject to the limitations set forth in Article XXXVII (Access) of the Agreement and, in addition to other authorities and responsibilities, the Ecology and EPA project managers, or their designated representative(s), shall have the authority to: (1) notify and/or take/issue compliance actions deemed necessary should DOE and/or its contractors fail to comply with Agreement terms, (2) take samples, request split samples of the DOE samples, and ensure that work is performed properly and pursuant to the EPA protocols as well as pursuant to the attachments and plans incorporated into this Agreement; (3) observe all activities performed pursuant to this Agreement, take photographs, and make sure other reports are prepared on the progress of the work as the project manager deems appropriate; and (4) review records, files, and documents relevant to this Agreement. In addition, the project manager for the lead regulatory agency has authority to require changes to any procedural, design, or specification document that is referenced in a supporting work plan. Such required changes will be subject to the appropriate dispute resolution process as specified in the Agreement.

The DOE project managers or their representatives shall be physically present on the Hanford Site or reasonably available to supervise work performed at the Hanford Site during the performance of work pursuant to this Agreement and shall be available to the EPA and Ecology project manager for the pendency of this Agreement.

Other authorities and responsibilities are identified in the context of this action plan. The project managers may delegate their authority and responsibilities with notice to the other affected party(ies).

Project managers for DOE and the lead regulatory agency shall meet to discuss progress (including

the status of all key project tasks), address issues, and review near-term plans pertaining to their respective projects, milestones, operable units and/or TSD groups/units. For TSD groups and operable units, meetings shall be held monthly, unless the project managers agree that a meeting is not appropriate.

The meetings shall emphasize technical issues and work progress. The assigned DOE project manager shall provide current work schedule information including project task element schedule status and associated "float" (defined as the projected number of days until a task becomes critical path), marked up schedules from the RI/FS work plan, closure plan, etc., and appropriate detailed near-term schedules prior to the meeting. The schedules shall address all ongoing activities associated with the milestones, operable unit or separate TSD groups/units, to include actions on specific units (e.g., sampling). These schedules will be provided to all parties and reviewed at the meeting. Any agreements and commitments (within the project manager's level of authority) resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. Signed meeting minutes will be issued to the lead regulatory agency and the administrative record by the DOE project manager summarizing the discussion at the meeting. The minutes will include, at a minimum, the following:

- Status of previous agreements and commitments
- Any new agreements and commitments
- Schedules (with current status noted)
- Any approved changes signed off at the meeting in accordance with Section 12.2

In the event that the lead regulatory agency project manager forms an opinion that DOE actions or failure to act, jeopardizes completion of an Agreement milestone, they shall notify DOE of that fact in a timely manner. Such notification shall be in writing and shall provide the project manager's detailed rationale for the opinion. On receipt, DOE's project manager will reply in writing within 15 working days. Such reply will either assure that compliance is intact and that DOE's ability to meet Agreement milestones has not been unduly jeopardized, or will describe in detail, expected impact(s), causative factors, and action(s) DOE has/is taking in response.

## **4.2 INTERAGENCY MANAGEMENT INTEGRATION TEAM**

The DOE, EPA and Ecology shall each designate a representative to act as a member of the Interagency Management Integration Team (IAMIT). The DOE representative shall be an Assistant Manager. The EPA representative shall be the Project Manager, Hanford Project Office. The Ecology representative shall be the Program Manager for the Nuclear Waste Program. The assigned representatives acting as members of the IAMIT shall be reasonably available in the Tri-Cities to perform the roles described in this section. Roles of the IAMIT or their designated representatives shall include the following responsibilities.

- The IAMIT shall be the first level of formal dispute resolution for those issues which remain unresolved by the project managers. It is the role of the IAMIT to act decisively and effectively to resolve issues within their respective authorities.
- The IAMIT shall have approval authority for changes to the Agreement as specified in Section 12.0 of this Action Plan.

- The IAMIT shall act as the primary interface with the established Hanford Advisory Board.
- The IAMIT shall serve as the primary point of focus for the three parties for discussion and resolution of budget issues.

IAMIT meetings will be conducted as needed, with a focus on making decisions to ensure progress in meeting Agreement milestones and to resolve disputes. IAMIT meetings to resolve disputes, to consider change requests, or to take other action on a milestone, operable unit or TSD unit will generally only involve the affected lead regulatory agency and DOE IAMIT members. A meeting of the IAMIT members of all 3 parties shall be conducted at least quarterly to discuss matters of concern to all three parties. Any agreements and commitments (within the IAMIT level of authority) resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. Signed meeting minutes will be issued to the lead regulatory agency and the administrative record by the DOE summarizing the discussion at the meeting. The minutes will include, at a minimum, the following:

- Status of previous agreements and commitments
- Any new agreements and commitments
- Schedules (with current status noted)
- Any approved changes signed off at the meeting in accordance with Section 12.2.

#### **4.3 SENIOR EXECUTIVE COMMITTEE**

The DOE, EPA and Ecology shall each designate a representative to act as a member of the Senior Executive Committee (SEC). The DOE representative shall be the Deputy Manager for the Hanford Site. The EPA representative shall be the Director, Office of Environmental Clean Up. The Ecology representative shall be the Assistant Director for Waste Management.

SEC meetings shall be conducted as needed, with a focus on making decisions to ensure progress in meeting Agreement milestones and to resolve disputes. SEC meetings to resolve disputes, will generally only involve the affected lead regulatory agency and DOE SEC member. A meeting of the SEC members of all 3 parties shall be conducted as necessary.